

# **US Bankruptcy Court District of Rhode Island**



**INFORMATION ON HOW TO  
OBTAIN A COPY OF THE  
DOCUMENTS IN YOUR CASE**

**The Federal Center  
380 Westminster Mall, 6th fl  
Providence, RI 02903  
(401) 528-4477**

**[www.rib.uscourts.gov](http://www.rib.uscourts.gov)**

# Pamphlet Content

The United States Bankruptcy Court, District of R.I. is pleased to offer the public this pamphlet which explains various ways of obtaining copies of documents in court cases. Within, you will find information regarding the Clerk's Office, the court website and the Federal Records Center.

## N O T I C E

Criminal Penalties for Concealment, Removal or Mutilation of Court Reports.

Title 18 USC Section 2071(a) provides that: Whoever willfully and unlawfully conceals, removes, mutilates, obliterates or destroys, or attempts to do so, or with intent to do so takes and carries away any record, proceeding, map, book, paper document or other thing, filed or deposited with any clerk or officer of any court of the United States, or in the United States shall be fined not more than \$2,000.00 or imprisoned not more than three years or both.

# Clerk's Office

## The Clerk's Office

During the course of a case, court documents are maintained at The Federal Center, 380 Westminster Street, 6th floor, Providence. Since records are open for viewing, members of the public may visit the office to view and make copies. The most important aspects to keep in mind are:

- There is **no** fee to request and view your case if the case is at the Clerk's Office.
- Cases filed previous to 1998 are held at the Clerk's Office for 2 years after the closing of the case. (These cases are maintained at the Clerk's Office as space permits, therefore we strongly suggest that you call before visiting the Clerk's Office).
- Imaged copies of documents filed in 1998 to current can be printed from the public computers in the Clerk's Office for a fee of .10 cents per page.
- A coin copier is available in the Clerk's Office public area for copying court documents. (.20 cents per page)

When visiting the Clerk's Office, keep in mind the fees associated with obtaining copies of your documents. These fees are, but are not limited to:

- \$35 case retrieval fee from FRC
- \$7 fee per certification of document
- \$20 fee for CD replications of court hearings

# Court Website

[www.rib.uscourts.gov](http://www.rib.uscourts.gov)

Court information and documents can be accessed via the court website. In order to view this information, computer users must have the minimum requirements to view the information:

- Windows 95 or higher
- Netscape or Internet Explorer
- Internet Access
- Pacer id and password \*
- Paperport Viewer & Adobe Acrobat Reader Programs (these applications may be downloaded FREE from the court website at [www.rib.uscourts.gov](http://www.rib.uscourts.gov)).

\*A login and password, issued by the PACER Service Center, is required for access to case query information only. Computer users may register on-line from the PACER website at <http://pacer.psc.uscourts.gov> to receive a PACER id and password. A user fee (for the case query information ONLY) of .07cents/ screen will be charged. ***This fee is charged only when a user's total annual bill exceeds \$10.00 –otherwise no bill is issued.***

Computer users can also:

- ◆ Search local and federal bankruptcy rules;
- ◆ Access the web pages of other Bankruptcy Courts around the country;
- ◆ Email the intake and case management team with questions and/ or comments;
- ◆ View bankruptcy statistics and/or reports.

*Our website includes a host of other features designed to assist the Bar and the public in interacting with the Bankruptcy Court.*

# Federal Records Center

The Federal Records Center (FRC) located in Waltham, MA stores inactive records. There are 3 ways of reviewing and/or obtaining copies of a bankruptcy case. (Note: cases filed previous to 1998 are held at the Clerk's Office for 2 years after the closing of the case. We strongly suggest that you call before visiting the Clerk's Office to verify where your case is being maintained).

**Option #1 Calling the FRC** (781-647-8766) and requesting that your documents be faxed or mailed to you. There are varying fees associated with this depending on the option package chosen, however, this option is almost always less expensive than having the Clerk's Office retrieve your file for you. NOTE: Credit card requests will be processed within 2-3 days of order.

**Option #2 Visiting the FRC** to review and make copies of your case. You will need to call the FRC and make an appointment (at least one day in advance) in order to review a case. There is no charge to go to the FRC but you will need to decide if you want your copies certified. Be prepared to pay for copying and/or certification prior to the copies being made. Visit <http://www.rib.uscourts.gov/FRCinfo.htm> or contact the Clerk's Office at 401-528-4477 for more info.

**Option #3 Calling or visiting the Clerk's Office** to order the case from the FRC. You may order the case for \$35 via the Clerk's office. Various methods of payment are accepted. The case will arrive at the Clerk's Office 3-5 days after the order has been placed. When the case arrives, you may view and make copies of the file at .20 cents per page in our public area.

# Contact Information

## **ANNE O'HARA**

INTAKE CLERK

380 Westminister Mall, 6th Fl

Providence, RI 02903

Tel: (401) 528-4477, ext. 29

Anne\_OHara@rib.uscourts.gov

## **PATRICE MOONE**

INTAKE CLERK

380 Westminister Mall, 6th Fl

Providence, RI 02903

Tel: (401) 528-4477, ext. 11

Patrice\_Moone@rib.uscourts.gov

## **JODY VENUTI**

INTAKE CLERK

380 Westminister Mall, 6th Fl

Providence, RI 02903

Tel: (401) 528-4477, ext. 26

Jody\_Venuti@rib.uscourts.gov

## **Joseph Wilkicki**

ADMINISTRATIVE OFFICER

380 Westminister Mall, 6th Fl

Providence, RI 02903

Tel: (401) 528-4477, ext. 43

Joseph\_Wilkicki@rib.uscourts.gov